

SEFSC TELEWORK IT SECURITY REQUIREMENTS CHECKLIST

This checklist is designed to protect NOAA/NMFS/SEFSC data and systems from loss or compromise. Each applicant should read and complete the checklist and obtain certification from Supervisor and Approving Official within 30 days of an approved telework application. Failure to comply will result in termination of telework application.

Applicant _____ **Office Telephone** _____

NOAA Equipment _____ **Personal Equipment** _____

1. The teleworker's NOAA furnished PC has been scanned using Harris Stat Scanner or Microsoft Baseline Security Analyzer prior to use as a telework computer. Teleworker will bring equipment in so that scan can be conducted at least quarterly to detect known vulnerabilities and a report of scan results will be provided to IRM network staff.
____ Yes ____ No ____ N/A Date completed _____
2. The teleworker's PC is configured for automatic update of security patches.
____ Yes ____ No ____ N/A Date completed _____
3. McAfee Anti virus software has been installed on the teleworker's PC and configured for automatic updates. IRM will provide access to the latest McAfee anti virus engine and installation instructions.
____ Yes ____ No ____ N/A Date completed _____
4. The teleworker's PC has firewall protection (hardware recommended) installed to access the Internet.
____ Yes ____ No ____ N/A Date completed _____
5. The teleworker has reviewed the following Publications:
 - NIST Special Publication 800-46 Security for Telecommuting and Broadband Communications
 - DOC Remote Access Policy____ Yes Date completed _____

I herby certify that all the necessary requirements, terms and conditions as specified in this document have been met and I have been approved for telework.

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Approving Official Signature: _____ **Date:** _____